



TOWN OF WESTFORD
OFFICE OF THE ASSESSORS
TOWN HALL
55 Main Street
WESTFORD, MA 01886
(978) 692-5504 FAX (978) 692-8976

Assessors use only

Name:

Date:

Bill #:

Dear Taxpayer:

Please note; an Abatement Application does not exclude your Excise Tax Bill from being collected, the amount due must be paid as assessed in a timely fashion. If an Abatement is allowed, a refund will follow.

Enclosed is an application for abatement, which must be completed and returned to the Assessors' Office as soon as possible.

- ÿ To process your abatement we must have the following information requested by the check mark(s).
- ÿ If the registration was cancelled, please furnish us with the Plate Return Receipt issued by the Registry of Motor Vehicles.
- ÿ If the plates were transferred to another vehicle, we need a photocopy of the new Registration.
- ÿ If the plates were lost, we need a copy of a Lost Plate Affidavit filed with the Registry of Motor Vehicles.
- ÿ When a registrant and motor vehicle are transferred to another State or Country, we need a photocopy of the new Registration in such other State or Country.
- ÿ We must have the date of sale and the Name of the party to whom the vehicle was sold or traded in to. Please provide a copy of the Bill of Sale or complete the back of the Plate Return Receipt.
- ÿ If you donated your car, we need a copy of the letter from the company stating that you donated it.
- ÿ If your vehicle was totaled in an accident, stolen, etc., we must have a letter from your Insurance Co., on their letterhead, stating the exact date of their settlement to you.
- ÿ Provide copy of Insurance papers showing where vehicle was garaged as of January 1, of the current year of Tax Bill.
- ÿ We must have the date you moved and the location and mailing address of your new residence.
- ÿ If you took the car off the road and cancelled the registration, but you still own the car then you still owe the excise until the car is sold, donated, junked etc.
- ÿ **WARRANT MUST BE PAID IN FULL TO DEPUTY COLLECTOR, PROOF OF PAYMENT REQUIRED BEFORE AN EXCISE ABATEMENT CAN BE GRANTED.**

Your prompt attention to this request will help us to process your request for an Abatement on Motor Vehicle Excise Tax.

Sincerely,

Board of Assessors

\\assrsvr\users\GROUP\Excise\MsngInfo.DOC